

The University of Toledo



Job Posting Form

Part-Time, Temporary, Internship
and Volunteer Openings

Career Services

Phone: 419.530.4341 FAX: 419.530.4013

Organization Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Person: _____ Title: _____

Phone: _____ Ext. _____ Fax: _____

Do NOT post phone/fax.

E-mail Address: _____ Web Site: _____

Do NOT post e-mail.

Job Title: _____

Number of Openings: _____ Hourly Pay: _____ Hours: _____

Flexible Hours/Days

Job Description/Duties: _____

Qualifications: _____

Position Type:

(Please check one)

- Part-Time
- Temporary F-T
- Internship
- Volunteer

Application Method: In Person _____ Phone for Appt. _____
Send Resume _____ Fax Resume _____ E-Mail Resume _____

Posting Date: _____ **Application Deadline:** _____

Employers may attach job descriptions for candidates. Positions are advertised for four weeks, unless deadline is indicated. FAX completed form to Career Services at 419.530.4013.

Career Services does not screen candidates or verify the information that they provide. Career Services reserves the right to decide whether a position should be posted through its services to The University community.

The University of Toledo is committed to a policy of equal opportunity in education, employment, membership and contracts and no differentiation will be made based on race, color, religion, sex, age, national origin, sexual orientation, veteran status, and/or the presence of a disability. The University will take affirmative action as required by federal or state law.